

**TEACHER GRANT APPLICATION FORM
OFFICE OF ENVIRONMENTAL EDUCATION
2004-2005 FISCAL YEAR**

Project Leader: _____

Grade Level (s): _____ Subject(s) Taught: _____

Home Mailing Address: _____
Street/P.O. Box City Zip

E-Mail: _____ Daytime Phone: _____ Fax: _____ Home Phone: _____

Team Teacher: (if applicable) _____

Grade Level (s): _____ Subject(s) Taught: _____

Home Mailing Address _____
Street/P.O. Box City Zip

E-Mail: _____ Daytime Phone: _____ Fax: _____ Home Phone: _____

Name of School: _____

School Address: _____
Street/P.O. Box City Zip

Parish in which School is located: _____

School Tax ID Number _____

Project Title: _____

Approximate number of students served by project per year: _____ Grade Level(s) _____

Budget Requested: _____ (\$1,000 per teacher; up to \$2,000.00 for two or more teachers at the same school)

Guidelines: Only fulltime classroom teachers in accredited public and non-public schools (K-12) are eligible to apply. Teachers who are currently members of the EE Commission may not apply. Grants will be awarded to individual applicants in single amounts not to exceed \$1,000.00. Two or more teachers from the same school may apply jointly for a total amount not to exceed \$2,000.00. Grants are to be implemented for the 2005-2006 academic school year.

Grants that are funded must be based on sound scientific principles, have an environmental focus and be designed to directly impact the students. **All monies must be spent on materials of instruction and/or equipment directly related to the purpose of the project.** Travel, furniture, registration fees and/or food items will not be funded; all technology-related items must be fully justified. **WHILE THE GRANT IS AWARDED IN THE NAME OF THE APPLICANT, THE**

ACTUAL CONTRACT MUST BE MADE WITH THE APPLICANT'S SCHOOL. SHOULD A TEACHER TRANSFER TO ANOTHER LOUISIANA SCHOOL BETWEEN THE TIME THE APPLICATION IS SUBMITTED AND THE AWARDS ARE MADE, THE GRANT CAN FOLLOW THE TEACHER UNDER A CONTRACT WITH THE NEW SCHOOL. TO BE ELIGIBLE TO MOVE THE MONEY TO THE NEW SCHOOL, TEACHERS MUST NOTIFY THE OFFICE OF ENVIROMENTAL EDUCATION PRIOR TO THE DISBURSEMENT OF FUNDS.

Applications are anonymous and competitive. **Identified information**, such as the names of the **teacher, school or parish** should appear **only** on the **Grant Application** form. Further mention of **names, institutions, or schools** in the body of the **Project Description** will **disqualify** the application. **A teacher may not submit more than one application. FAXED PROPOSALS WILL NOT BE ACCEPTED!**

If funded, applicants will be required to submit documentation, which will include a mid-year report and a final report. All awarded applicants are encouraged to attend the **2006 Environmental Education Symposium** to showcase their project and network with colleagues and state resource providers. **Registration fees and travel expenses according to state rates will be provided. All projects must be completed and the report submitted by June 6, 2006.** Failure to comply with these guidelines will disqualify the applicant for any future grants from this agency. Instructions for submitting the final report will be included in the packet to awardees. Note: The Office of Environmental Education reserves the right to use the funded projects for public information services that may include the Office of EE website, printed materials and other means that may be used to inform or to assist educators. Questions: Call the Office of EE at: 1-877-523-6833 (toll free) or 225-219-3186. Announcement of awardees will be made no later than **April 4, 2005**. Awardees will be notified by mail.

IMPORTANT! Applications must be mailed with a postmark on or before **Friday, March 7, 2005**.

Submit **ONE** copy of the completed Grant Application Form page, **ONE** copy of the completed School Administrator's Form and **FIVE** copies of your Project Description to:

Tiffany Soileau, Coordinator
Office of Environmental Education
P.O. Box 82980
Baton Rouge, LA 70884-2980

Signature of Applicant

Date

Signature of Co-applicant

SCHOOL ADMINISTRATOR'S FORM

Project Leader: _____

Team Teacher: _____

School: _____

I understand that the above-mentioned teacher(s) at my school has (have) applied for a grant from the Office of Environmental Education and I approve and support the application. If the proposal is selected, the funds are awarded to the school but are to be used entirely by the teacher(s) to implement the project described herein.

I also understand that if the lead teacher transfers to another school in Louisiana between the time the application is submitted and the time the awards are made, the grant can follow the teacher under a contract with the new school.

I will assist in the evaluation process and ensure that all monies are properly accounted for as described.

Principal/School Administrator

Date

Project Description

THE FOLLOWING INFORMATION MUST BE TYPED! Please use this form to answer the questions in the space provided. Use a 10 point font or larger. Remember, do **not** identify **yourself, your school or your parish** in the information you provide in this project description. This form may be photocopied or scanned but **may not be altered in appearance**. **Failure to follow any of these guidelines will result in this application being disqualified.**

GENERAL INFORMATION:

Amount requested \$_____ Number of students that will be impacted by this project: _____

Grade Level(s) and Content Area(s) in which materials will be utilized:_____

1. **PROJECT ABSTRACT: 10 POINTS** What is the **primary environmental education** objective of this project? How will your funds be utilized?

2. **RATIONALE: 30 points** How will this project further environmental education? How will it benefit your students and support student learning?

- 3. PROJECT DESIGN: 20 Points** How will you (and your team member, if applicable) implement this project? Describe any specific teaching activities and techniques that will be used to meet the objective you described in #2.

If this application is being submitted as a joint project by two or more teachers, fully explain and justify the role that each teacher will have in the project.

4. ASSESSMENT/EVALUATION METHODS: 10 points Describe your assessment method(s). How will you know that you have accomplished your objectives? How will you measure student growth? What types of assessment strategies will you use (i.e. rubrics, journals, portfolios, graphic organizers, other alternative assessments).

5. PROJECTED USAGE OF PROJECT: 10 points

a) What will happen to your project at the conclusion of your grant?

b) Do you envision long-term use of this project?

6. TRAINING & QUALIFICATIONS: 10 points What specific training and/or expertise do you have that will enable you to successfully use the materials that you have requested in this proposal? You may list your comments in a chart or column format but not on a separate page. (If this is a joint application, all teachers must answer this question.)

Project Leader:

Team Teacher: (If applicable)

7. ITEMIZED BUDGET: 10 points Complete the form below or include an attached line-item budget. This must be completed; otherwise, the application will be disqualified.

ITEM DESCRIPTION	VENDOR	COST PER ITEM	NUMBER OF ITEMS	TOTAL COST

Total Requested: _____

Note: Shipping and handling costs must be considered in the budget preparation or separate funding must be available to cover these expenses.